



Policy: 2009
Procedure: 2009.04
Chapter: Human Resources
Rule: Employee Position Transfer Requests

Effective: 8/25/08
Replaces: 2017.01
Dated: 07/01/99

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) position transfer provisions/requirements provide guidelines to employees, supervisors and/or managers for processing employee requested transfers from one position to another in the same pay grade. All employee position transfer requests and/or actions shall be in accordance with the Arizona State Personnel Rule R2-5-208 and the Agency Delegated Authority Procedure 1001.03.

Rules:

1. **INTER/INTRA AGENCY EMPLOYEES** requesting a transfer into a position that has been posted/announced for recruitment shall:
 - a. Apply during the recruitment period;
 - b. Meet the knowledge, skills, abilities and applicable licenses, certifications, and/or exams for the announced position.
2. **ADJC EMPLOYEES** requesting a transfer into a vacant position that has not been announced shall:
 - a. Meet the required knowledge, skills, abilities and applicable licenses, certifications, and/or exams for the vacant position;
 - b. Be in good standing as evidenced by their most recent overall Performance Appraisal for State Employees (PASE) score of 3.0 or better;
 - c. Have no formal disciplinary action such as Letter of Reprimand, Suspension, Demotion, and/or Dismissal within the last six months from the date of the transfer request;
 - d. Express their interest for the vacant position by completing the Form 2009.04A Employee Position Transfer Request form;
 - e. Submit the completed form directly to the Hiring Authority or Central Office Human Resources Employment Unit.
3. **ADJC EMPLOYEES** requesting a transfer into a Corrections Officer Promotional Register (DJ-COPR) designated class shall meet the criteria as outlined in the Procedure 2009.03 Corrections Officer Promotional Register.
4. **ADJC EMPLOYEES** requesting a transfer may be subject to a change of Retirement Plan.
5. **HIRING AUTHORITY** shall:
 - a. Ensure funding exists to secure the employee's current salary;
 - b. Review and discuss the request with his/her immediate supervisor, Program Administrator, Superintendent, Section Administrator, or Principal, as applicable;
 - c. Forward the request to the Employment Unit Supervisor or designee if interested in accepting the employee's transfer request;
 - d. Notify employee if request for consideration is denied.
6. **EMPLOYMENT UNIT SUPERVISOR, OR DESIGNEE** shall:
 - a. Ensure that the employee meets the knowledge, skills, abilities and applicable licenses, certifications, and/or exams for the position;
 - b. Verify that the employee is in good standing;
 - c. Verify that the employee has no formal disciplinary action within the last six months;

Procedure No. 2009.04 Employee Position Transfer Request
Page 2 of 2

- d. Forward the form to Program Administrator, Superintendent, Section Administrator, or Principal, as applicable, for further consideration;
 - e. Notify the Hiring Authority if the employee is not eligible for transfer.
7. **PROGRAM ADMINISTRATOR, SUPERINTENDENT, SECTION ADMINISTRATOR, OR PRINCIPAL** shall:
- a. Recommend and obtain final approval for the transfer from the Deputy Director, Assistant Director, or designee, as applicable;
 - b. Coordinate and schedule approved transfers to be effective the beginning of the period and with a minimum two weeks notice to employee's immediate supervisor.
8. **DEPUTY DIRECTOR, ASSISTANT DIRECTOR, OR DESIGNEE** shall:
- a. Review the request;
 - b. Discuss the lateral transfer request with and obtain approval from the Support Services Assistant Director if the employee's current salary exceeds the allocated funds for the position;
 - c. Notify the Hiring Authority and employee of the final approval or denial decision.
9. **YOUTH CORRECTIONS/PROGRAM OFFICERS REQUESTING A TRANSFER WITHIN THE SAME FACILITY** shall meet the following requirements:
- a. Employee's movement shall be within the same job title and grade;
 - b. Employee shall meet the position's required knowledge, skills, abilities and applicable licenses, certifications, and/or exams;
 - c. The employee's movement has been authorized by the chain of command.

Signature Date

8/22/08

Approved by Process Owner

Patti Cordova
Patti Cordova, Assistant Director of Support Services

Effective Date

8/25/08

Approved by

Michael D. Branham
Michael D. Branham, Director